

Town of Milton

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To: Mayor and Council

From: Greg Wingo, P.W.S. *Greg Wingo*

Re: May Monthly Report

Date: May 29, 2019

Water Department

The Water Departments Daily, Weekly and Monthly tasks are as follows: Daily well checks and lab work, Daily meter readings for settlements, Daily maintenance on water meters, Daily locates for water mains and water service lines for Miss Utility of Delmarva (locate tickets), Daily inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers, Weekly chlorine testing town wide, Weekly well depths taken on all wells, Weekly flushing program for all dead end water mains and blow off s, Weekly valve exercise program on water main street valves, Weekly inspection on all water department tools and equipment, Monthly task include water sampling town wide along with special water sampling town wide, Ordering of supplies and cleaning of all water department building. Other task that the Water Department Staff has worked on this month have been installing new water meters for new construction on the domestic side and installing new meters for irrigation systems, installing irrigation water meters for existing homes and on the domestic side, performing inspections on existing homes that have installed a new meter pit or are relocating the meter to the yard, performing inspections on service lines, fire hydrants, curb valves, curb boxes, water meter pits and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineer firm on projects, working with the water committee, meeting with residents, Council members, engineers, developers, town manager and staff regarding projects and the water system. This month the tool box talks have been focused on trench safety and proper step back of holes. I have started putting together my 2020

budget. I'm currently working on getting quotes and going through all of my line items for the Water Department Budget.

- Hydrant Flushing Program We've started flushing hydrant throughout the whole town and have been flushing out all blow offs. Blow offs are on a weekly program and Hydrants are getting flushed when needed.
- Heritage Creek – A.P. Croll (Contractor) has completed the storm pond project and sewer pipe for phase #5. The contractor will be working on the water main installation and service lines in the next couple of week and installing the storm drain pipe. They are moving along good and all inspections have been positive.
- Wagamon's Water Main Ext. Project – The contractor has installed the water main coming off West Shore Dr. to Federal Street. They are currently working on cleaning up the site and installing the mat in the areas they have completed. When school lets out they will start in Federal Street installing the remainder of the water main. Project is moving along good.
- New Shipbuilders Water Well – The contractor has completed the pilot hole, electric logging, installed the sign that was required by SRF, ordered materials and sent away for the design of the production well docks. This project is moving along good.
- Shipbuilders Treatment Facility – This project will go out to bid after all material have been reviewed and water test results come back from drilling the new well.
- Hydrant Color Coding – We've started town wide color coating the fire hydrants.
- Replacing out Water Meters – We've been replacing out water meters and repairing meters as they go bad. This is an ongoing project that will continue. This project is moving along good as when we find meters that are bad we change them out. I make all repairs to the meters so we can keep an inventory. I have had meetings with Master Meter reps. to discuss some of the failing meters we have. We have more meter heads we have found this month that have gone

bad and I have a call into Master Meter to see if we can get them covered under warranty.

- **Water Leaks – We’ve had three leaks on home owner’s side (in pits, under home on pipes, inside homes) and none on the town’s side this month. All leaks have been repaired and inspected.**
- **Repairs for fire hydrants – We’ve got four fire hydrants on Federal St., Front St., Chestnut St. and Atlantic Ave. that need to be changed out. Public Works along with a contractor will do the change out as weather permits in early spring. I have talked with the contractor and we are setting up dates to get this work completed.**
- **Winter Maintenance on Buildings - Public Works Staff will be performing routine maintenance on all treatment plants, pump houses, towers and shop. Maintenance of the buildings is going as planned. This project will be continued into the spring months as we will be painting in all buildings. Painting is going great in the Treatment Facility and Pump Houses. We’ve been working on a few extra things in the treatment plant and in the pump houses and will have this project completed by July.**
- **Atlantic Ave and Chestnut St. Water Main Replacement Project: We are getting together all the information for the main replacement, service lines, taps, fire hydrants, meter pits, curb stop valves and street valve. This project is in the planning stage and will continue for a few months trying to get all information together. Information that has been completed is the surveys, locates, sketches and meetings to discuss the project and information sessions. All of the outside work is finished and we are working on getting all the information on a plan. I am almost complete with the review of the design and then we will meet to discuss the funding options for this project. We are about 95% done on the planning and should be completed by June.**
- **Sam Lucas Water Main Project – We are gathering information and cost to run a water main to the Sam Lucas property. I am waiting for the final cost estimate for this project from the Engineer. I have finished the review and design with Ms. Rogers and the Engineers. We have completed this part of the project and we are waiting further action to move forward. I have discussed this project with the**

Water Committee and we will be making a recommendation at a later date.

- Atlantic Street Water Main Upgrade – We have gathered all the information needed to get a cost estimate and placement. We have completed this part of the project and we are waiting further action to move forward. I have talked this over with the Water Committee and we will be making a recommendation at a later date.
- New F350 Truck We've received the truck and now stocking it with tools and parts.
- Test Bench – The test bench has been ordered and has a build time of 8 – 12 weeks. They build the test benches from scratch to suit the customer's needs. I sent an email out to my sales rep to ask how the build is going and to check on the delivery date, have not received an email back yet. Just got notified by the dealer letting me know they will be shipping the test bench in two weeks then we will be setting up training. Test bench will be shipped in June and training is scheduled.
- Well #7 – Schultes had found a slight drop in the production of Well #7 when they performed the yearly maintenance on the Wells. I had them pull the Well so it can be examined and all parts can be inspected so we could find out why the curve sloped. Schultes has pulled the Well and have it at their maintenance yard to inspect. We've had to install a new pump at well #7 and it is up and running. I have pulled the samples for it and have sent them to the Lab. When I receive the results I will turn Well #7 back online. Well #7 is up and running.
- Milton Fire Company – I have reviewed the plans, made comments, discussed with towns Engineers and Fire Company's Engineers, had several meetings with all parties involved in this project and all my comments have been addressed and changes have been made to the plans. Everything looks good on this project and I have signed off on the permit.
- Cannery Village Phase #4 – I have reviewed the plans, discussed with towns Engineers, Cannery's Engineers, had a few meetings with all

parties involved and made comments on the design. Attached to my report you will see the comments that have not been addressed or changed. I have not heard anything back on this project so I have no updates at this time.

- 110 Federal Street – Reviewed and made comments on the water services. Have not heard anything back on this project so I have no new updates.

Street Department

The Street Department's Daily, Weekly and Monthly task include Cleaning storm drain grates, Picking up trash and Sweeping the curb line on streets, Replacing and Repairing sign's and Sign post, Emptying trash receptacles, Cold patching holes in the streets, Street light repairs turned into Delmarva Power and Repairing street lights owned by the town. The Public Works Staff keeps a good look out for holes in the roadway, sign's and sign post that need to be repaired, sidewalks town owned that need to be repaired, curbing that needs repaired and any hazards in the roadway or on resident owned sidewalks. We've had several holes in the roadways that have been patched with cold patch this past month due to the weather with all the rain it will not get any better and I have discussed with my staff to keep a good eye on this as it is a safety issue and takes top priority. Below is a few projects the Streets Department is working on.

- New Sign's Town Wide – Public Works is currently working on upgraded all sign's and post town wide. This project is moving along ok and will be a continuing project.

- **Storm Drain Repairs** – Storm Drain repairs consist of grate adjustments, grate and frame replacements, box and pipe clean out and repairing boxes. This past month we've had to clean out six boxes. We are currently having to deal with leaves, dirt and trash in gutter pans and in the storm drain pipes and boxes. We have a storm drain box on Federal Ext. that we will be rebuilding in June.
- **Curb Line Clean up** – Public Works Staff is currently cleaning up the curb line that consist of trimming back limbs and bushes and also sweeping the curb line picking up dirt. We are trying to focus on the gutter pans to keep them clean.
- **Street Paving and Repairs** – I'm waiting on quotes for New St, Sand St, Shipbuilders BLVD, South Spinnaker ln and Rudder ln. Also I am waiting on two more quotes for patches that have concrete in the roadway. I have received a few of the paving quotes and will have a meeting to discuss with Ms. Rogers to move forward.
- **Chestnut Crossing** –I am waiting to hear back from the Developer on the punch list that has been provided to them. I have talked with Mr. Grahne and I am waiting for information he is sending to me by email. I am scheduling a meeting with Mr. Grahn. Mr. Grahn has not replied to me so I have no update.
- **Merriweather Sub-Division** – I have had several meetings with the owner and contractors. Ms. Wilkerson has signed the quotes for the road work and concrete work and I am waiting to hear from the contractors on a schedule. The storm drainages issues they are working with DNREC on and they are moving forward meeting the standards they have set. I am waiting on the schedules from the contractors and the owners have started cleaning up the storm area.
- **Preserve on the Broadkill Phase #2** – I have talked with the Developers and along with Mr. Collier sending them a letter we are finally moving forward. Mr. Reed has sent me a request to start the process for dedication. I am in the process to set up a walkthrough of Phase #2 to put together a punch list of items that need to be repaired or completed. I am reviewing the punch list and will be sending it to the developers after I finish my review.

- Sidewalks Town Owned – At this time Public Works has completed all the town owned sidewalks that needed repaired. I am currently working on a list for 2019.
- Sidewalks town wide – I am currently inspecting and creating a list for review with Ms. Rogers and the Mayor. I have had a meeting with Ms. Rogers, Mayor and Vice Mayor and we discussed what I have completed at this time. I am looking to finish all my documentation and we should be ready to send out the letters in May.
- Magnolia St. Parking Lot – We've completed the plans and recommendation for the parking lot and will be sending over for review by the Mayor and Council for February council meeting for approval to move forward. Council has requested more information for the March meeting. Council has approved us to move forward with this project at the March 18 meeting. Ms. Rogers and Myself had a meeting with M.H.S. and will be meeting with their Board members on April 18th to discuss the parking on Magnolia Street. We have scheduled a meeting with Representatives to discuss the funding. We've discussed with the Representatives and with the board for M.H.S. We are waiting on the inspection of the bulkhead to be completed and for the final review from M.H.S. with a decision.
- Line Painting – We will have this completed in July.
- Shipbuilders BLVD Speed Limit Signs (25) – The poles and signs will be installed in June.
- Cannery Village Speed Limit Signs (15) – Signs have been ordered and will be installed when they come in.
- Village Center BLVD Curb Painting & No Parking Signs – As weather allows I will have the curb line painted and no parking signs installed. I had a meeting with Dogfish maintenance supervisor and Mr. Carter to explain that this is town owned and what my staff will be doing to the curbs and installing the signs.
- Tilney, Reed & Clifton Speed Limit Signs (15) – Signs have been ordered and when they come in I will have them installed.

- Chandler Street No Parking – The no parking signs have come in and I have this work scheduled. This is completed.
- New Snow Plow – Plow for the new truck has been ordered and is waiting for installation. Plow has been installed.
- Cannery Village Phase #4 – I have reviewed the plans and have made comments regarding the streets and sidewalks. I have not heard anything back so no update.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – We've been working with the Engineers from the Fire Company Project to design and put on plans for upgrading Front Street. This project is being reviewed by the Towns Engineers so we can finalize the design and set up a meeting with Representatives to discuss the funding. I am waiting for a final plan set from the town's engineer.

Parks Department

Public Works has been very busy cleaning up all the parks. Daily, Weekly and Monthly task include walking the parks picking up trash, checking all electric outlets, checking breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out. All equipment used for parks has been serviced and all repairs have been completed.

- Pressure Washing – This work has been completed.
- Playground Equipment – Public Works has put all equipment together and is currently installing the playground equipment. We have two pieces of equipment to install in Memorial Park. With all the rain we have had and the cold this has not been an easy task to get done. This will be completed before spring of 2019. All of the exercise

equipment has been installed and playground equipment has been installed. This has been completed.

- Gazebo: We've had to replace no receptacle and no covers. Public Works checks the electric in the Gazebo and all around the park at least one time a week. As of today we've corrected all the issues in the parks. Gazebo has been repaired and stained.
- Rails to Trails: All of the plans have been completed with DelDOT and they are hoping to put out for bid early spring with construction to start in the Fall of 2019. The light plan and landscaping plan has been reviewed and sent to Mayor and Council. We are working with Delaware Forestry for the plantings and they have covered this cost in a grant. I am currently looking at other light design cost for Mayor and Council. I am working with Delaware Forestry on the locations for the new plantings.
- Safety Playground Mulch – This will be ordering in May and spread out when we receive the mulch.
- Mulching Town Wide – Mulching will start in a few weeks and continue into May. Currently Public Works Staff has been working on Memorial Park finishing the mulching. When this is finished they will be going to Mill Park. Memorial Park and Mill Park has been completed.

Other Jobs; safety meeting, set up and take down meeting, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks, water turn offs for nonpayment, working with contractor for the repair of town hall steps, working on a new office at Town Hall etc..